

SUFFOLK COUNTY DEPARTMENT OF

CIVIL SERVICE



Steven Bellone
Suffolk County Executive

ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY November 30, 2016

PUBLIC NOTICE

This is a summary of forthcoming examinations. Applicants are advised to see the official examination announcement for complete details. For the most current examination announcement information, please go to our website at:
<http://www.suffolkcountyny.gov/civilservice> and select "Current List of Exams."

If it becomes necessary to amend any announcement or current Press Release, all changes will be posted on the department's web page.

WANT TO GET ON OUR MAILING LIST?

Anyone interested in receiving this Announcement Summary by email may go to:
<http://eupdates.suffolkcountyny.gov/lists/?p=subscribe&id=1> and subscribe to the e-updates for the civil service examination summary. When a new summary is released, you will receive an e-mail notification.

DEPARTMENT LOCATION

The Suffolk County Department of Civil Service maintains its principal office at 725 Veterans Memorial Highway, William J. Lindsay Complex, Building #158, Hauppauge, NY.
Mailing Address: P.O. Box 6100, Hauppauge, NY 11788-0099
Telephone: 631-853-5500 Fax: 631-853-6370

INTERNET

Candidates for all examinations may file on the internet. (Examination Announcement Summary), examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained. For more information visit our home page at:
<http://www.suffolkcountyny.gov/civilservice>.

APPLICATION PROCESSING FEE

A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a non-refundable, non-transferable application processing fee. Unless otherwise noted on the examination announcement, the application processing fee is \$35.00 for each open-competitive application filed and \$25.00 for each promotional application filed. Do not send cash. Make your check or money order payable to the Suffolk County Department of Civil Service. Please indicate the examination title and your social security number on the face of your check or money order.

APPLICATION FEE WAIVER

The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, volunteer firefighters, volunteer EMTs and volunteer CERT members. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by a state or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. The waiver application is available on request from the Civil Service Department or on our website under "Online Forms."

CANDIDATE SCHEDULING INFORMATION

Candidates can view their room assignment and exam site on our home page at www.suffolkcountyny.gov/civilservice under "Candidate Exam Room Assignment Search" seven days prior to the examination date.

OPEN FILING SYSTEM

The Suffolk County Department of Civil Service accepts applications for most titles before a test is announced.

APPLICATIONS FOR EXAMINATIONS THAT INVOLVE TRAINING AND EXPERIENCE EVALUATIONS A candidate who filed for a training and experience examination more than six months prior to the last filing date is advised to amend his or her application to include current information. Candidates are also advised to request from the Department of Civil Service a copy of the official examination announcement which fully describes all the information that must be included in your application. (When critical information is vague or missing, candidates may receive no credit for that part.)

SUBSTITUTE SCHOOL CROSSING GUARDS

The Suffolk County Police Department is seeking candidates for the position of substitute School Crossing Guard. Substitute School Crossing Guards work on an on-call basis. The hourly rate of pay as of 07/01/16 is \$13.27. There is a guarantee of 3.0 hours for every assignment. No other benefits are available. Typical work activities include regulating the directional flow of school children, pedestrian and vehicular traffic at an assigned intersection or school crosswalk; reporting traffic incidents to police authorities for appropriate action ; noting unusual or suspicious occurrences or actions of individuals and alerting police in cases of observed or suspected violations of law and ordinances. Candidates must be able to read and write English. At the time of appointment, and during employment, employees must possess a valid license to operate a motor vehicle in New York State. Prior to appointment, there will be qualifying psychological and medical evaluations as well as an in-depth background investigation. Interested candidates may apply for a position at the police precinct in which they reside.

LAST FILING DATE: NOVEMBER 30, 2016

SPECIFICATION# TITLE

APPRAISAL SYSTEMS ANALYST PR
COMMUNICATIONS ANALYST II PR
FORENSIC SCIENTIST II (TOXICOLOGY) PR
FORENSIC SCIENTIST III (TOXICOLOGY) PR
OFFICE SYSTEMS ANALYST I PR
SENIOR INDUSTRIAL ENGINEER OC

TRAINING & EXPERIENCE

Usual Annual Salary \$56,500**
\$56,115 Grade 24
\$78,300 Grade 24 Step 8
\$92,707 Grade 28 Step 8
\$45,492 Grade 19
\$65,836 Grade 29
Usual Annual Salary \$65,836

LAST FILING DATE: NOVEMBER 30, 2016

SPECIFICATION# TITLE

6150 CRIME VICTIMS ADVOCATE (SPANISH SPEAKING) OC
6149 VICTIMS SERVICES COORDINATOR OC

WRITTEN TEST DATE: JANUARY 7, 2017

ANNUAL SALARY

\$38,523 Grade 16
\$48,336 Grade 21

LAST FILING DATE: DECEMBER 14, 2016

SPECIFICATION# TITLE

7195 AUTOMOTIVE MECHANIC V OC
7195 AUTOMOTIVE MECHANIC V PR

WRITTEN TEST DATE: JANUARY 21, 2017

ANNUAL SALARY

\$48,336** Grade 21
\$49,825 Grade 21
Usual Annual Salary \$59,237-\$71,784**
Annual Salary \$30,485-\$35,496 Grade 11
\$89,993 Grade 35
\$38,523 Grade 16
\$33,577** Grade 13
\$61,022 Grade 26

0946 SENIOR WORKERS' COMPENSATION CLAIMS
EXAMINER PR

\$45,492 Grade 19
\$40,271 Grade 17

0945 WORKERS' COMPENSATION CLAIMS EXAMINER OC

LAST FILING DATE: DECEMBER 21, 2016

SPECIFICATION# TITLE

2305 OCCUPATIONAL THERAPIST OC

TRAINING & EXPERIENCE

Usual Annual Salary \$48,822 **

LAST FILING DATE: DECEMBER 28, 2016

SPECIFICATION# TITLE

2021 PUBLIC HEALTH NURSE II PR

TRAINING & EXPERIENCE

\$56,115 Grade 24

LAST FILING DATE: JANUARY 11, 2017

SPECIFICATION# TITLE

2110 PUBLIC HEALTH SANITARIAN TRAINEE OC

WRITTEN TEST DATE: FEBRUARY 18, 2017

ANNUAL SALARY

\$38,523 Grade 16

2102	PUBLIC HEALTH SANITARIAN TRAINEE		
	(SPANISH SPEAKING) OC	\$38,523	Grade 16

APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:

<u>SPECIFICATION #</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>
2670	EMERGENCY MEDICAL TECHNICIAN (BASIC) OC	Usual Annual Salary \$35,360-\$48,750**
2673	EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC	Usual Annual Salary \$35,360-\$48,750**
2674	EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC	Usual Annual Salary \$35,360-\$48,750**
2641	MEDICAL SERVICES SPECIALIST OC	Annual Salary \$57,472 Grade 23 Step 2

OC -	OPEN-COMPETITIVE	* SALARIES EFFECTIVE 6/1/2016
		** SALARIES VARY BY JURISDICTION
PR -	PROMOTIONAL	

TRAINING & EXPERIENCE – LAST FILING DATE: NOVEMBER 30, 2016

APPRAISAL SYSTEMS ANALYST PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Appraisal Transactions Analyst in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the last filing date.

COMMUNICATIONS ANALYST II PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Communications Analyst I or Communications Technician II for at least one (1) year or as a Communications Technician I for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

FORENSIC SCIENTIST II (TOXICOLOGY) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Forensic Scientist I (Toxicology) in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the last filing date.

Necessary Special Requirements

Depending upon assignment, possession of a professional license and registration, issued by the New York State Education Department, as a Clinical Laboratory Technologist will be required. Candidates must maintain the license/certification during employment in the assignment. At the time of appointment and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

FORENSIC SCIENTIST III (TOXICOLOGY) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Forensic Scientist II (Toxicology) in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the last filing date.

Necessary Special Requirements

Depending upon assignment, possession of a professional license and registration, issued by the New York State Education Department, as a Clinical Laboratory Technologist will be required. Candidates must maintain the license/certification during employment in the assignment. At the time of appointment and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

OFFICE SYSTEMS ANALYST I PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Office Systems Technician in the jurisdiction in which the candidate seeks promotion for at least one (1) year immediately preceding the last filing date.

SENIOR INDUSTRIAL ENGINEER OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Industrial Engineering, and six (6) years of experience in researching, analyzing and developing plans for improved operations and productivity.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

TRAINING & EXPERIENCE – LAST FILING DATE: DECEMBER 21, 2016

OCCUPATIONAL THERAPIST OC REQUIRES: Possession of a registered Occupational Therapist license* issued by the New York State Department of Education; and maintenance of such license during the term of employment in this position.

Necessary Special Requirements

At the time of appointment and during employment in this title, candidates must be registered to practice occupational therapy in the State of New York. Depending on assignment, candidates may be required, at the time of appointment and during employment in this title, to possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your current Occupational Therapist license issued by New York State.

**Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

TRAINING & EXPERIENCE – LAST FILING DATE: DECEMBER 28, 2016

PUBLIC HEALTH NURSE II PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Public Health Nurse I or Public Health Nurse I (Spanish Speaking) for at least two (2) years or as a Public Health Nurse Coordinator for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

Necessary Special Requirements

At the time of appointment and during employment in this title, candidates must possess a Professional Registered Nurse's License issued by the New York State Education Department. Candidate must complete 15 hours of continuing education in public health and management related topics approved by the New York State Department of Health within the first year of employment. At the time of appointment and during employment in this title, candidates will be required to possess a valid license to operate a motor vehicle in New York State. Candidates must meet federal and New York State employee health requirements, including but not limited to immunizations, for the programs in which they are assigned.

WRITTEN TEST DATE JANUARY 7, 2017

CRIME VICTIMS ADVOCATE (SPANISH SPEAKING) OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* in Criminal Justice, and one (1) year of experience in crime victim advocacy; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in the delivery of health, social or community services, one (1) year of which must have been in crime victim advocacy; or, (c) An equivalent combination of education and experience as defined by the limits of a) and b).

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

VICTIMS SERVICES COORDINATOR OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Criminal Justice, Psychology or Social Work, and two (2) years of experience in crime victim advocacy, including one (1) year in a supervisory capacity; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* and four (4) years of experience in crime victim advocacy, including one (1) year in a supervisory capacity.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

WRITTEN TEST DATE: JANUARY 21, 2017

AUTOMOTIVE MECHANIC V OC REQUIRES: Either: (a) Completion of two (2) years of vocational education courses* in either a vocational school program or in an apprentice or training program in automotive mechanics and five (5) years of work experience in the repair and maintenance of automotive equipment, including at least two (2) years in a position involving responsibility for the supervision of a wide range of repair work on a fleet of vehicles; or, (b) Seven (7) years of experience in the repair and maintenance of automotive equipment, including at least two (2) years in a position involving responsibility for the supervision of a wide range of repair work on a fleet of vehicles; or, (c) An equivalent combination of the above education and experience as defined by the limits of (a) and (b).

Necessary Special Requirement

Possession of the appropriate license issued by the New York State Department of Motor Vehicles. The type of license required will be determined by the appointing authority with respect to the type of vehicle to be operated; license must be maintained throughout employment in this title.

*Please attach to the application a copy of the transcript(s) for your vocational school program, apprentice or training program in automotive mechanics which must have your name, school/program name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

AUTOMOTIVE MECHANIC V PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent non- competitive status as an Automotive Mechanic IV in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirement

Possession of the appropriate license issued by the New York State Department of Motor Vehicles. The type of license required will be determined by the appointing authority with respect to the type of vehicle to be operated; license must be maintained throughout employment in this title.

COLLEGE PUBLIC SAFETY OFFICER I OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirements

Upon appointment, candidates must apply for, and maintain registration as a guard with the New York State Department of State, Division of Licensing Services. Possession of a valid New York State driver's license at the time of appointment; appointees must maintain a valid license throughout their employment in this title.

DIRECTOR OF COUNTY FLEET SERVICES PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Fleet Service Manager for at least two (2) years or as an Assistant Fleet Service Manager for at least four (4) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

SAFETY SUPERVISOR OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in a position whose primary duties were concerned with employee safety, one (1) year of which must have been in the development or implementation of safety or accident prevention programs.

Note: Additional education* beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted for experience up to a maximum of three (3) years. No substitution may be made for the required experience in the development or implementation of safety or accident prevention programs.

Necessary Special Requirement

At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

SECURITY GUARD OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirements

Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained throughout employment in this title. Upon appointment, candidates must apply for registration as a guard with the New York State Department of State, Division of Licensing Services, and maintain said license throughout employment in this title.

SENIOR SAFETY OFFICER PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Safety Officer in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirements

An employee in this title must possess at the time of appointment and maintain during employment any licenses and/or certifications deemed necessary for performance of duties, such as: New York State license as Project Manager for Asbestos Abatement projects; United States Environmental Protection Agency certification for Hazardous Materials Incident Response; certification as instructor for the Hazard Communications Standard, Bloodborne Pathogens Standard; New York State Department of Motor Vehicles certification as Defensive Driving instructor; appropriate certification to take samples of hazardous materials; certification to fit-test workers for proper use of respirators. At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

SENIOR WORKER'S COMPENSATION CLAIMS EXAMINER PR **REQUIRES:** To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Workers' Compensation Claims Examiner for at least eighteen (18) months in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

WORKERS' COMPENSATION CLAIMS EXAMINER OC **REQUIRES:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in applying Workers' Compensation rules and regulations in the review and processing of claims.

Note: Additional education* from a college with federally-authorized accreditation or registration by NY State may be substituted for up to two (2) years of the above experience.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

WRITTEN TEST DATE FEBRUARY 18, 2017

PUBLIC HEALTH SANITARIAN TRAINEE OC **REQUIRES:** Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* including, or supplemented by, a minimum of thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours are in the applied sciences.

Necessary Special Requirement

At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

PUBLIC HEALTH SANITARIAN TRAINEE (SPANISH SPEAKING) OC **REQUIRES:** Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* including, or supplemented by, a minimum of thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours are in the applied sciences.

Necessary Special Requirement

At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

CONTINUOUS RECRUITMENT

EMERGENCY MEDICAL TECHNICIAN (BASIC) OC **REQUIRES:** Possession of one of the following certificates* issued by the New York State Department of Health: Emergency Medical Technician-Basic Certificate; Emergency Medical Technician-Intermediate Certificate; Emergency Medical Technician-Critical Care Certificate; or Emergency Medical Technician-Paramedic Certificate.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC **REQUIRES:** Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Critical Care; or Emergency Medical Technician-Paramedic.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.

3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Critical Care must have completed the Suffolk Regional Emergency medical Advisory committee's (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC REQUIRES: Possession of an Emergency Medical Technician-Paramedic Certificate issued by the New York State Department of Health.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory committee's (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

MEDICAL SERVICES SPECIALIST OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's or Master's Degree* in Nursing or other health or human services field, plus two (2) years of experience as a registered professional nurse in home health care and/or the review of home health care services for medical necessity or in the delivery of preventive health care services. Experience must have been gained within the last ten (10) years.

Necessary Special Requirements

At the time of appointment and during employment in this title, employees must possess a Registered Nurse's license issued by the State of New York. Employees must also possess and maintain a valid license to operate a motor vehicle in New York State. *Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach a copy of your currently valid New York State Registered Nurse's license.
